



# Millinocket

Maine's Biggest Small Town

## Town Manager's Report – 7.28.22

### Transfer Site Lighting Upgrade:

- We recently completed the LED lighting upgrade at the Transfer Site. This work was hired out to Adam Ouellette at Ouellette Electric. Adam helped us navigate huge cost savings through Efficiency Maine to keep the project affordable.
- This improvement will drastically decrease energy costs for the facility.
- This is the 2<sup>nd</sup> upgrade Ouellette Electric has done for the Town through Efficiency Maine recently. The Public Works garage was done earlier in the year, and we plan to have the Municipal Building done this coming winter.
- These improvements support local business and come with substantial cost savings for the town moving forward.

### Swimming Pool:

- We have had to close the town pool indefinitely as we have identified a failure within its filtration system.
- The liner in the sand filter has deteriorated and is allowing the material to flow into the water, causing cloudiness and contamination.
- The pool technician has given us a few options to consider. At the time of this report these are not finalized, however, we expect to have more information to discuss at the time of the 7/28 meeting.
- We will have to discuss these options and look at potential ways to pay for it.

### ARPA Survey Results:

- We had produced a survey for the community to weigh in on spending of American Rescue Plan Act funds over the month of June.
- We received 264 total responses between physical and online surveys.
- The top 5 spending categories in order of interest are as follows:
  - 1 – Fixing roads/road repairs
  - 2 - Preventing and responding to violence
  - 3 – Equipment for the Fire Department
  - 4 – Behavioral Health Care
  - 5 – Fire/EMS compensation
- We have made these results available on [www.millinocket.org](http://www.millinocket.org) under Government > Public Documents.
- I hope to see some traction on this soon. I am happy to seek out more suggestions and bring options to an upcoming council meeting for discussions and decision.



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## **Katahdin Gear Library / Pump Station:**

- Thanks to a generous donation from the Northern Forest Center, our neighbors at the Gear Library have received a bike maintenance and pump station that Randy Jackson has offered to allow be mounted to outside of the building.
- To make this possible, I coordinated with Public Works to remove one park bench from the GNP pocket park between the Municipal Building and the KGL/Boreal Theater.
- This will allow anyone with a bike, access to an area to perform basic maintenance, the tools required to do it, and a pump to keep their tires inflated. These units are popular and normal to see in other communities where mountain biking is popular.
- We are grateful to have the Outdoor Sports Institute and the KGL here in our community, increasing trail connectivity and providing great opportunities like this.

## **The Magic City Monthly:**

- The first edition of our newsletter was published this week and has been extremely well received by the community!
- Our contact list for this platform is growing exponentially and we continue to encourage community members to sign up for these communications.
- You can sign up to receive these updates both online at our website and in person at the town office. Just ask the ladies in the Clerk's Office!
- We will be using this platform to provide real information, consistently, directly from the source, in the way of newsletters, surveys, volunteer sign ups, periodic updates on important topics, etc.
- We want this to keep our community members informed and engaged in the process!
- Special kudos to our Community Initiatives Director, Amber Wheaton, for taking the lead on this communication platform and newsletter effort.

## **Reminder:**

- **The best way to reach me as Town Manager is to call the town office (207-723-7000) or email me ([manager@millinocket.org](mailto:manager@millinocket.org)). Social media is not an appropriate form of communication to me or the council. It does not guarantee a response or even that the comment would be seen.**
- **I hope that any member of our community feels comfortable reaching out to me with any questions or concerns they have. All are welcome!**

Respectfully Submitted,

Peter Jamieson, Town Manager.



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## **Department Updates:**

### **Public Works:**

- Working with paving company to setup paving schedule. Sidewalks and Streets.
- Way finding signs have been delivered to Public Works. Working on scheduling installation.
- Line Painting Crosswalks and Parking Bays almost completed.
- Working on sidewalk bricks downtown. Leveling bad areas. A lot are deteriorated from underneath due to salt.
- Repaired sidewalk on Oxford Street between Spruce and Popular.
- Mowing on going.
- Getting ready to rebuild truck bodies on the two 2006 Sterling Plow Trucks.
- Putting up winter salt/sand.
- Starting catch basin cleaning.
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### **Transfer Station:**

- New LED lights have been installed at the Compactor Building.
- Metal Pile has been reclaimed.

### **Cemetery:**

- Busy with grounds maintenance and burials.

Ralph Soucier, Director of Public Works

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### **Town Treasurer:**

- I will be working on the FY22 fiscal year-end close in preparation for the audit which will take place in September.
- Q2 payroll and sales tax reporting has been submitted.
- The wastewater lien filed February 5, 2021 is being foreclosed in two mailings due to a Trio system problem where not all of the foreclosure notices printed. The first mailing sent to approximately 9 accounts will foreclose August 5.
- There will be another foreclosure mailing this week to the remaining accounts that were affected by the system problem.
- The first reimbursement request for the Downtown revitalization CDBG grant was submitted for \$177,984.

Mary Alice Cullen, Town Treasurer.

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## **Wastewater Operations:**

- The treatment facility and pump stations are all currently functioning well. As needed, routine maintenance along with required lab work is being performed on a daily basis.
- Lab work consists of testing for Biochemical Oxygen Demand (BOD5), Total Suspended Solids (TSS), pH, e.coli bacteria and Temperature performed weekly.
- The Treatment Facility used 29,100 kilowatt hours of electricity in June, as compared to 27,000 kilowatt hours in May. Please see attached power consumption graph for yearly comparison.
- In June the Treatment Facility processed 14.8 million gallons of wastewater. The average daily flow was 0.5 million gallons. Peak flow was 0.8 million gallons which was on June 19th. Removal rates for Biochemical Oxygen Demand (BOD5) were 96%, and Total Suspended Solids (TSS) was 96%. Total rainfall for June was 2.47 inches, snowfall was 0 inches.
- The Elm / Bates Streets Sewer Upgrade project was finished in the month of June. Paving, rising manholes, replanting grass and cleanup was completed. A job very well done by TBuck Construction Co.
- We would like to remind the residents of Millinocket to please not flush wipes, paper towels, grease, plastics, Q-tips or anything but toilet paper (only) to the sewer system. These items are causing extreme plugs to the sewer system and costly maintenance to our pumping stations. We would like to thank the residents for this consideration

James Charette, Superintendent

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## **Human Resources Director**

- Hired Aaron Lee (Fire/EMT)
- Drug and Alcohol Testing
- Emails and Phones, front office
- Personnel Issue
- Vacation

## **General Assistance Director**

- Assisted individuals to meet their unmet needs.
- Vacation

## **Bookkeeper**

- Processed payroll for Town and Wastewater employees, to include the warrants for the taxes
- Accounts Payable for Town and Wastewater
- Vacation

Lori Santerre, Human Resource Director

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## **Airport:**

- The airport is operating as expected for summer traffic. We are servicing all types of aircraft to include Private Jets, General Aviation, LifeFlight Helicopters and Fixed Wing, Maine Forest Service Helicopters, Army National Guard Helicopters, and Private Helicopters with both Jet Fuel and Avgas.
- The Skydiving operations have been busy on the weekends weather permitting.
- On July 3<sup>rd</sup> we received our new mowing equipment, a 45 hp Kioti tractor with a 12 ft flex wing finish mower. This new equipment is appropriately sized for the job and is working out well.
- John has been clearing brush out of the fence line along Medway Road, it is really looking good. Brush cutting on airport, along with Hangar and Fuel house painting will be starting soon.
- I participated on the 4<sup>th</sup> of July Parade with the Airport Snowblower, it seemed to be well received.
- I was interviewed for an upcoming article in Airport Improvement Magazine about airport winter operations, and how our snowblower has changed the way we clear the runways. It should be in print by October.

Jeff Campbell, Airport Manager

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## **Assessor:**

- As in past months we have been working on the Brookfield valuation, hopefully soon I can pack up those documents!
- We are starting our prep for tax commitment time. We are making valuation adjustments, entering exemptions and continue to update ownership records.

Lorna Thompson, Assessor

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## **Code Enforcement:**

- Recently completed Internal and subsurface wastewater training and passed both tests. (Licensed Plumbing Inspection LPI)
- Attended a solar power training.
- Working on permits and complaints.
- Multiple property maintenance violations out so I'm working to address.

Evan Campbell, Code Enforcement Officer

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## **Recreation:**

- We have been managing 2 Pools and a waterfront.
- We had a baseball clinic with 37 participants
- We had a softball clinic with 46 participants
- We went to wild Acadia fun park with 68 participants
- We have a soccer camp next week.

Jody Nelson, Rec. Director

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## **Community Initiatives Director**

- Worked on and published new community newsletter “Magic City Monthly” along with the manager and the department heads!
- Collected data from the ARPA Survey to get the top five community priorities.
  - Fixing Roads/ Road Repairs
  - Preventing and responding to violence
  - Equipment for the Fire Department
  - Behavioral Health
  - Fire/EMS Bonus
- Researched grant opportunities for various community/department needs.
- Working alongside Sharon Klein to host a Community Workshop this is the first step for the Town to join the Community Resilience Partnership
  - Through grants and direct support to municipal and tribal governments and unorganized territories, the Community Resilience Partnership assists communities to reduce carbon emissions, transition to clean energy, and become more resilient to climate change effects such as to extreme weather, flooding, rising sea levels, public health impacts, and more.
  - The original date of July 13th was postponed due for personal reasons, looking to reschedule workshop end of August, or beginning of September
- Planning different community events in partnership with various groups

Amber Wheaton, Community Initiatives Director

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## Town Clerk/Tax Collectors Office:

Totals include May 24, 2022, through July 22, 2022: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$434,818.96 were collected, which involved 934 transactions processed in Trio. **\*Report Attached**

- Sharon reconciled and up to date on weekly Motor Vehicle reports submitted to BMV.
- **99 Delinquent tax accounts totaling \$117,557.99 matured to Liens** that were filed on July 15, 2022; liens will mature to automatic foreclosure status 18 months from the lien date if balances remain unpaid.
- FY21/22 Real Estate & Personal Property Tax Balances as of 7/22/2022: \$116,646.97 remains unpaid for 184 RE accounts; \$6,745.62 remains unpaid for 26 PP accounts. **\*Reports Attached**
- Wastewater billing date: 7/27/2022; bill due date: 8/25/22; Interest date: 8/26/2022;
- June month end reports reconciled, submitted State Agent fees accordingly.
- Working on council meeting minutes.
- Fulfilling requests of tax information, providing normal daily requests of motor vehicle and wastewater and tax account balances via e-mail, fax and phone calls.
- Processing daily mail, online, phone, and drop box payments.
- Creating Agendas, posting advertisements of public hearings, notifications, and local paper advertisements, Email correspondence, returning phone messages and inquiries.

### Election:

- Certification of final steps closing out all duties required by Secretary of State (SOS) that pertain to the June 14<sup>th</sup> Primary election; no discrepancies found in reporting Voter Participation History (VPH)
- Town Council & School Board **Nomination Papers** will be **available August 1, 2022** in the Clerk's Office; Town Council: Two (2) – 3-year terms; School Board: one (1) 1-year term, Two (2) – 3-year terms; Papers **due in office by 4:00pm, September 9, 2022**; Eligibility requirements: Primary Resident of Millinocket & Register Voter of Millinocket; 7/21/22-Notice of advertisement to the public. **\*Ad attached**
- Updates daily to voter registration additions, deletions, and other requests.

### Other Items:

- 2023 ATV registration stickers available
- Boards/Committees:
  - Planning Board: (1) Alternate seat available
  - Cemetery Committee: (1) 3-yr seat available
- Continued restoration efforts of vital records by filing, indexing, and storage.

Respectfully, Diana Lakeman Town Clerk/Deputy Tax Collector & Sharon Cyr Tax Collector/Deputy Clerk

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**Fire, Ambulance, Public Health & Safety:** (Excused – on Vacation)





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- Responding to calls
- New Positions posted
- One new hire – Aaron Lee
- Helping to plan event in partnership with PTO
- We appreciate this crew with real sincerity. They show up and provide great emergency support to our families and loved ones daily. Thank you all.
  - Peter Jamieson, Town Manager.

**Police Department: SEE ATTACHED REPORT**

**Millinocket Memorial Library: SEE ATTACHED REPORT**